



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-99

Page 1 of 3

DEPARTMENT REVENUE		DIVISION RACING EVENTS		SECTION OPERATIONS		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Employee time sheets	5 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	Request for leave	1 Year + Current					
3	Performance Reviews and PDQ's (Copy)	Retain until superseded or until employee leaves +1 year					
4	Vendor invoices	1 Year + Current					
5	Leave Summary Reports	1 Year + Current					
6	Section Policies & procedures	Retain until obsolete, superseded or admin. value is lost.					
7	Weekly dog and horse purse reports	5 Years + Current					
8	Dog and horse Mutuel reports	5 Years + Current					
9	CSU deposit reports	5 Years + Current					
10	Owner/breeder award reports	5 Years + Current					
11	Dog & horse outs books	1 Year + Current					
12	Tax audit reports	7 Years + Current					
13	Price audit reports	Retain until obsolete, superseded or admin. value is lost.					
14	Purse trust fund reports	5 Years + Current					
15	Tote incident reports	Retain until obsolete, superseded or admin. value is lost.					
16	Completed tote tests	5 Years + Current					
17	Patron ticket complaints	Permanent					
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..							
State Archivist's Signature <i>Terry Kiteleson</i>		Date 10/8/2004		Records Liaison Officer's Signature <i>Julie Rayba</i>		Date 9-27-04	
Attorney General's Signature <i>John W. Suthers by mm</i>		Date 5/3/05		State Auditor's Signature <i>Dulley G. Gonsky</i>		Date 10/29/04	



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-99

Page 2 of 3

DEPARTMENT REVENUE		DIVISION RACING EVENTS		SECTION OPERATIONS		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
18	Annual reports	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
19	Specialized audit reports	Permanent					
20	Association financial statements	7 Years + Current					
21	Commission meeting minutes	Retain until obsolete, superseded or admin. value is lost.					
22	Commission meeting tapes	Retain until obsolete, superseded or admin. value is lost.					
23	Commission agendas/supporting docs	Retain until obsolete, superseded or admin. value is lost.					
24	Staff meeting minutes	Retain until obsolete, superseded or admin. value is lost.					
25	Race date hearings	Retain until obsolete, superseded or admin. value is lost.					
26	Misc. correspondence file	Retain until obsolete, superseded or admin. value is lost.					
27	AG opinions/files	Permanent					
28	Racetrack applications/corresp./reports	Retain until obsolete, superseded or admin. value is lost.					
29	Commission rules files	Retain until obsolete, superseded or admin. value is lost.					
30	Commissioner information	Retain until obsolete, superseded or admin. value is lost.					
31	Disciplinary hearings	Retain until obsolete, superseded or admin. value is lost.					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Jerry Ketelsen</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-27-04</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>5/3/05</i>	State Auditor's Signature <i>Dalley Symanski</i>	Date <i>10/29/04</i>

SA-104 (REV 1/78)



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-99

Page 3 of 3

DEPARTMENT REVENUE		DIVISION RACING EVENTS		SECTION OPERATIONS		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
32	Rulings (tracks/crc)	Retain until obsolete, superseded or admin. value is lost.		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
33	AG opinions/files	Permanent					
34	CRC meetings/supporting documents	Retain until obsolete, superseded or admin. value is lost.					
35	Breeder's awards/supplemental purse fund	Retain until obsolete, superseded or admin. value is lost.					
36	Racetrack files	Retain until obsolete, superseded or admin. value is lost.					
37	License application files	3 years + current					
38	Deposit records	3 years + current					
39	Investigation files	Retain until obsolete, superseded or admin. value is lost.					
40	Appeal cases	Permanent					
41	Monthly car and mileage reports	3 years + current					
42	Industrial labs info.	Permanent					
43	Smart-ID licensing system	Permanent					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Letterson</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julio Reybal</i>	Date <i>9-27-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>5/3/05</i>	State Auditor's Signature <i>Sally Lyon</i>	Date <i>10/29/04</i>

SA-194 (REV 1/78)